

Guaranteed Loan Application Checklist

4280.128 (b)	Guaranteed Loans \$600,000 or less	Maximum guaranteed loan – 50% of total eligible project costs. Maximum combination grant and guaranteed loan – 50% of total eligible project costs.	Guaranteed Loans > \$600,000	Combo Grant and Guaranteed Loan
(1) Borrower		Guaranteed loan application content		
(i)		Table of Contents		Separate applications for both types of assistance are required.
(ii)		Project Summary		
		(A) Title		The separate applications must be submitted simultaneously with the appropriate documentation.
		(B) Borrower eligibility 4280.107 (a) (1) through (4)		
	No	(5) financial need	No	
		(C) Project eligibility 4280.108 (a) through (g)		
		(D) Operation description		
(iii)		Financial Information for size determination		
(iv)		Matching Funds		
(v)		Self evaluation Score		
(vi) For each EE		Energy audit or energy assessment Projects with total eligible costs > \$50,000 an energy audit is required.		
(vi) For All Projects		Technical Report		
(vi)		Follow Appendix A technical report guidelines for projects with total eligible costs of \$200,000 or less.	No	Each application must meet the application requirements specified in 4280.111 for grants and 4280.128 for guaranteed loans.
(vi)		Follow Appendix B technical report guidelines for project with total eligible costs exceeding \$200,000.		
(vi)		If total eligible project costs exceed \$1,200,000 – need independent consultant opinion		
(vi)		RE project – if total eligible costs exceed \$400,000 – need P.E. EE project –if total eligible costs exceed \$200,000 – need P.E.		
(vii) For RE only		Business level feasibility study if total eligible project costs > \$200,000 for RE project (<i>Energy efficiency projects are not subject to this requirement.</i>)		
(2) Lender		Lender forms, certifications and agreements		
(i)	No	4279-1 "Application for Loan Guarantee" + attachments		
		21. Business Plan		
		22. N/A		
		23. N/A		
		24. If applicable, Form 10-K "Annual Report Pursuant to Sec 13 or 15D"		
		25. See (ii) below - 1940-20 "Request for Environmental Information"		
		26. See (ix) below – Business level feasibility study if RE project over \$200,000		
		27. Architectural and Engineering Plans		
		28. Cost Estimates and forecasts of contingency funds for overruns		
		29. See (viii) below – Financial statements		
		30. Record of any pending or final regulatory or legal against borrower		
		31. N/A		
		32. See (vi) below – current personal & corporate financial statements of guarantors		
		33. Technical Report (also listed under borrower information)		
		4279-1A "Application for Loan Guarantee, Short Form" + attachments	No	
		31. Lender's complete written analysis (see (x) below) including financial information (see viii) below.		
		32. See (xii) below – proposed or sample loan agreement		
		33. Applicant's current (< 90 days old) business balance sheet. See (viii) below.		
		34. See (ii) below – 1940-20 "Request for Environmental Information"		
		35. See (vii) below – NA in Iowa		
		36. Technical Report (also listed under borrower information)		
(ii)		1940-20 "Request for Environmental Information" + documentation		
(iii)	In lender's file	Personal credit reports		
(iv)	In lender's file	Appraisals		
(v)	In lender's file	Commercial credit reports		
(vi)	In lender's file	Current personal & corporate financial statements of guarantors		
(vii)	NA in Iowa	Intergovernmental consultation comments	NA in Iowa	
(viii)		Financial Statements - 3 years historical financial statements - Current year financial statements - Pro forma financial statements at start-up + 3 yr.		
(ix)		Business-level feasibility study, if required, by the Agency for RE projects over \$200,000 (also indicated in borrower information)		
(x)		Lender's complete comprehensive written analysis		
(xi)	On the 4279-1A	Certification by lender that it has completed a comprehensive written analysis	On the 4279-1	
(xii)		Proposed or Sample Loan Agreement		